

LANCASTER COUNTY ELECTION BOARD COORDINATOR

NATURE OF WORK

This is responsible supervisory work recruiting, appointing and supervising election board inspectors and board workers for all elections in Lancaster County.

Work involves maintaining and updating board worker personnel data, payroll information and worker availability status; recruiting and appointing board members to inspector, judge or clerk assignments; coordinating and assisting with Election Board training. Work also involves locating, inspecting and assigning all precinct polling sites; assigning District Inspectors election day precinct coverage and assisting in board member and precinct polling site evaluations. Supervision is exercised over a large number of short-term election staff. Broad supervision is received from an administrative superior with work reviewed in the form of reports, election staffing coverage and compliance with Election Board laws.

EXAMPLES OF WORK PERFORMED

Recruit and appoint capable election board members to inspector, judge or clerk positions; supervise, evaluate and verify the work of election board staff; communicate with board worker personnel regarding election scheduling, assignment, certification and payroll; maintain and update computer database and personnel status forms for active board workers; compile and maintain current file of prospective board workers.

Notify trainees, schedule meetings and assist in board inspector and board worker training sessions and meetings prior to annual election dates; prepare and coordinate written instructions, reference manual updates and training materials; answer trainee questions and act as information resource for new board members.

Prepare and calculate all board member payroll and inspector mileage following elections; perform data entry, print payroll reports and verify accuracy of payroll amounts; update and maintain employee payroll files.

Locate, inspect and assign all precinct polling sites ensuring federal, state and local requirements; designate District inspector schedules for monitoring area precincts on election day; respond to voter requests/complaints concerning polling site issues; complete polling place payroll report following elections; assist in monitoring compliance with official election procedures and recommend procedural changes to improve efficiency and equity in voting.

Assist with election day counting procedures as assigned; assist in board member and precinct polling site evaluations following election dates; attend staff meetings and scheduled staff training sessions; perform miscellaneous clerical tasks including photocopying, typing and file maintenance.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of local, State and Federal regulations concerning Nebraska election board laws.

Knowledge of modern office equipment, practices and procedures including computer applications and software.

Knowledge of the principles and requirements mandated by the Americans with Disabilities Act of 1990.

Some knowledge of personnel payroll processing.

Ability to efficiently prioritize work responsibilities and complete assignments within required timelines.

Ability to train, supervise and evaluate the work of subordinate staff.

Ability to establish and maintain effective working relationships with coworkers, community civic and business representatives and the general public.

Ability to communicate effectively both orally and in writing.

Ability to maintain both written and computerized records and filing systems.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major coursework in behavioral or social science or related field including experience coordinating the work of large numbers of entry-level workers.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by college coursework in behavioral or social science or related field including some experience coordinating the work of large numbers of entry-level workers or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

Department Head

6/97

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